

CITY OF MARLBOROUGH

Marlborough, MA 01752

INFORMATION TECHNOLOGY

PRINCIPAL CLERK

The City of Marlborough is seeking to fill the full time (35 hours) position of Principal Clerk in the IT Department.

Posting Number:	AA#22-25	Date Posted:	August 5, 2022
Weekly Hours:	35 Hours per week	FLSA:	Non-Exempt
Hiring Rate:	\$27.63/Hour	Bargaining Unit:	MMEA
Step Rate:	\$27.63 – \$31.08/Hour	Location:	140 Main Street

The purpose of this position is to provide clerical support to assist with the management of the IT financial records. This position is responsible for reviewing all IT financial payments, projected revenues, financial records, and transactions and will assume a lead position in the IT budget / bid process under the direction of the IT Director.

ESSENTIAL FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Promptly responding to all inquiries and departmental requests.
- Effectively interacting with customers (internal and external) by phone, email, fax, mail, or in-person.
- Maintains financial records for all IT accounts, grants, appropriations, revenues, capital expenditures and contracts.
- Monitors expenditure of all IT funds; examines all vouchers, department bills and for appropriateness of expenditure and for accuracy and availability of funds before payment. Reconciles account balances and performs monthly account reconciliations.
- Provides regular reports for the Director of IT on expenditures and account balances; makes recommendations to improve financial processes.
- Reviews IT contracts to assure compliance with purchasing procedures and certify the availability of appropriated funds.
- Compiles and submits required reports during and at the close of the fiscal year; prepares department financials.
- Assists with the record and upload of the various City Meetings to the City website.
- Responsible for routine office administrative tasks, such as filing, generating reports and presentations, setting up for meetings.
- Responsible for the department's office supply management, order placement, and vendor interface with service providers.
- Provides real-time scheduling support by booking appointments and preventing conflicts.
- Assists with being assigned in the call queue and routing callers to the appropriate party or initiating an IT HelpDesk ticket system.
- Assist with the writing and distributing departmental communication.
- Performs all other duties as required.

To see the full job description: [IT Dept. – Principal Clerk](#)

Interested candidates should forward cover letter and resume to:
hrjobs@marlborough-ma.gov

Position will remain open until filled.